

# Provider Enrollment New Rendering/Servicing Provider Step 2: Add Specialties

"Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time."

-Provider Relations

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### Provider Enrollment Process Overview

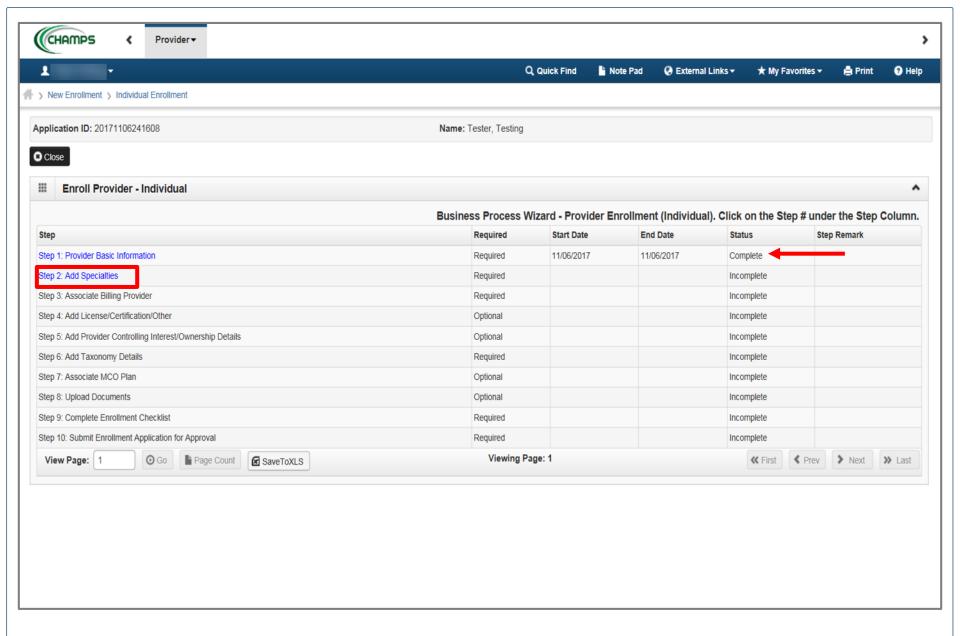
- Step 1: Determine if provider needs to enroll with CHAMPS Michigan Medicaid
  - Policy Bulletin MSA: 13-17
  - Policy Bulletin MSA: <u>18-47</u>
  - Policy Bulletin MSA: 19-20
- Step 2: <u>Determine CHAMPS Enrollment Type</u>
- Step 3: Register with SIGMA Vendor Self Service
- Step 4: Register for a MILogin Account for Access to CHAMPS
- Providers wishing to elect another person to have Domain Administrator rights are required to submit:
  - Form: Electronic Signature Agreement Cover Sheet (MDHHS-5405)
  - Form: Electronic Signature Agreement (<u>DCH-1401</u>)



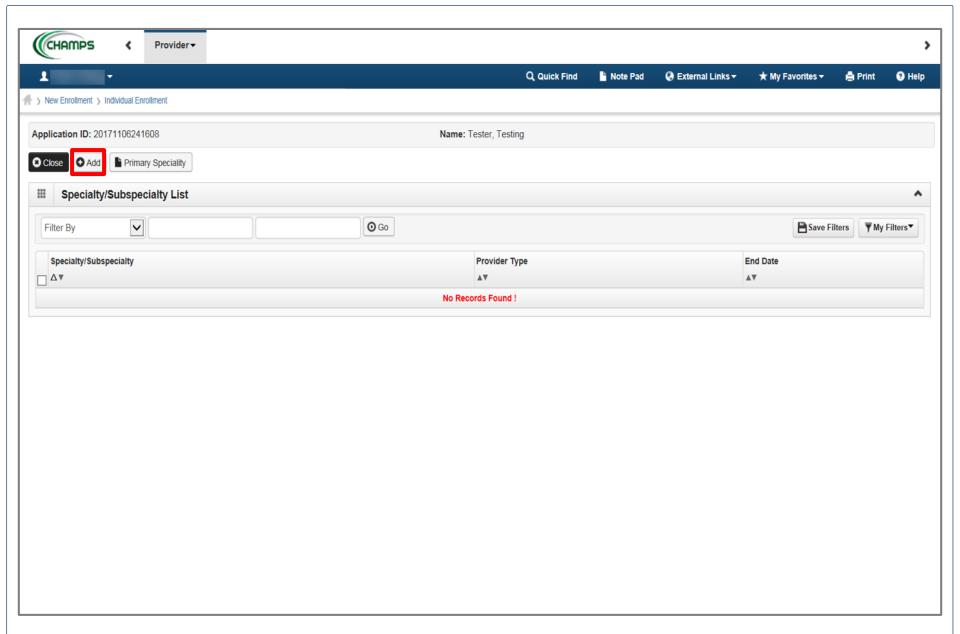
## Starting a New Provider Enrollment Application

Details to Step 2: Add Specialties

Track Application - PDF, Recording

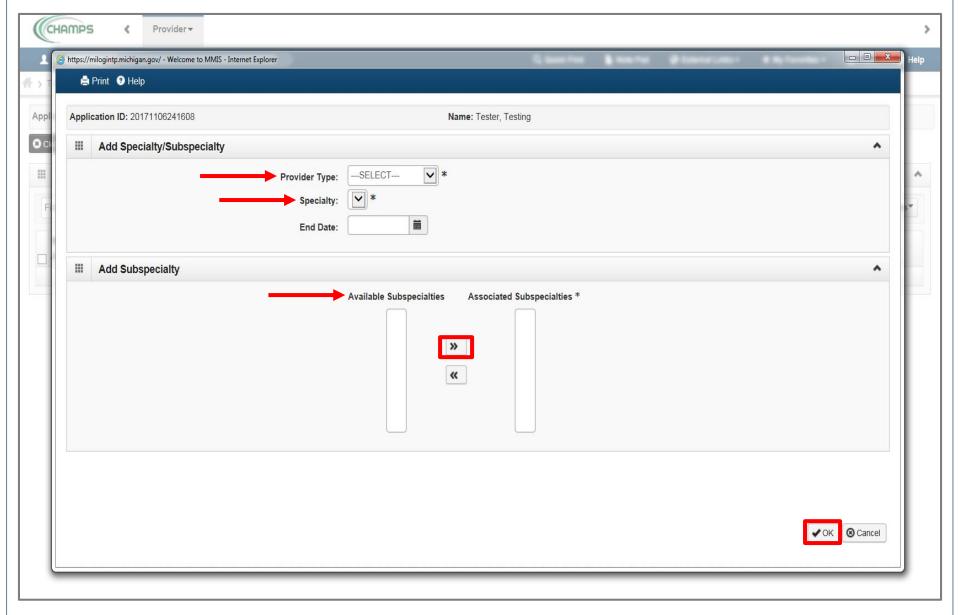


- Individual Provider Enrollment steps are listed (Please Note: some steps are required verses optional)
- Step 1 has a status of Complete
- Click on Step 2: Add Specialties



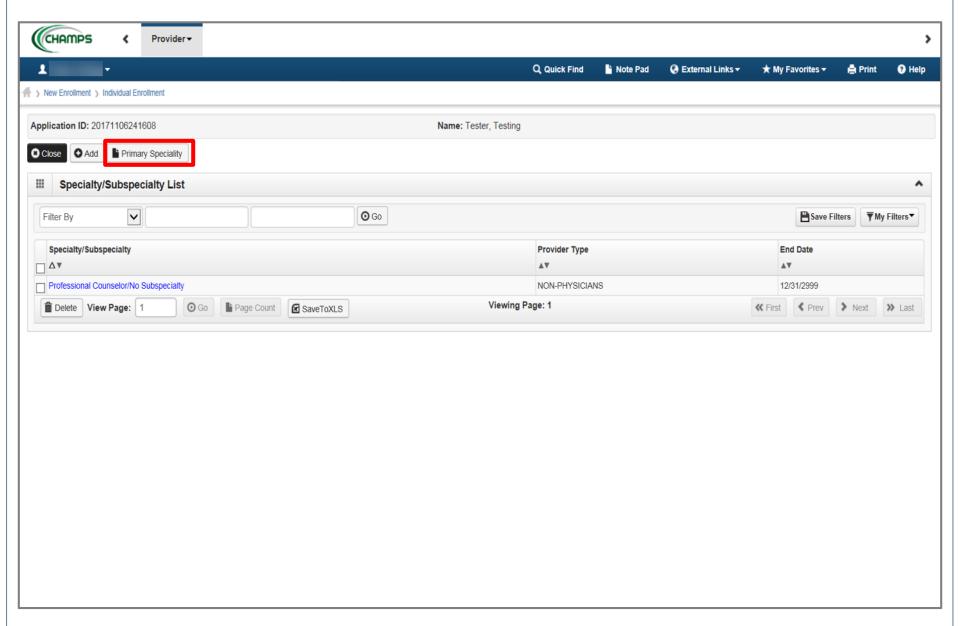
Click Add





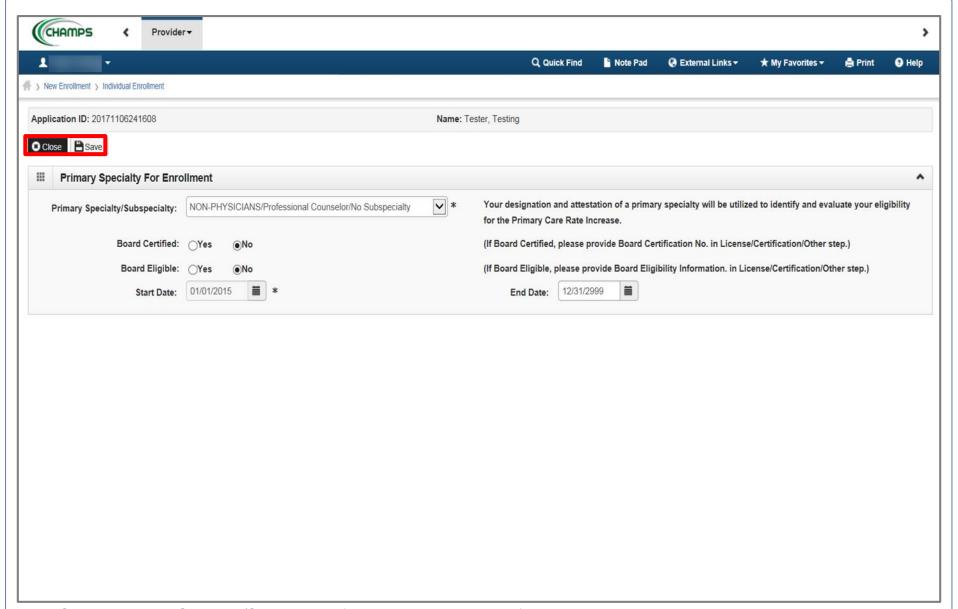
- Choose appropriate Provider Type and Specialty (Please Note: There is no need to fill in an End Date)
- Dependent on the Specialty chosen, Available Subspecialties will populate
- Select Available Subspecialties click >> to add to Associated Subspecialties list
- Click Ok





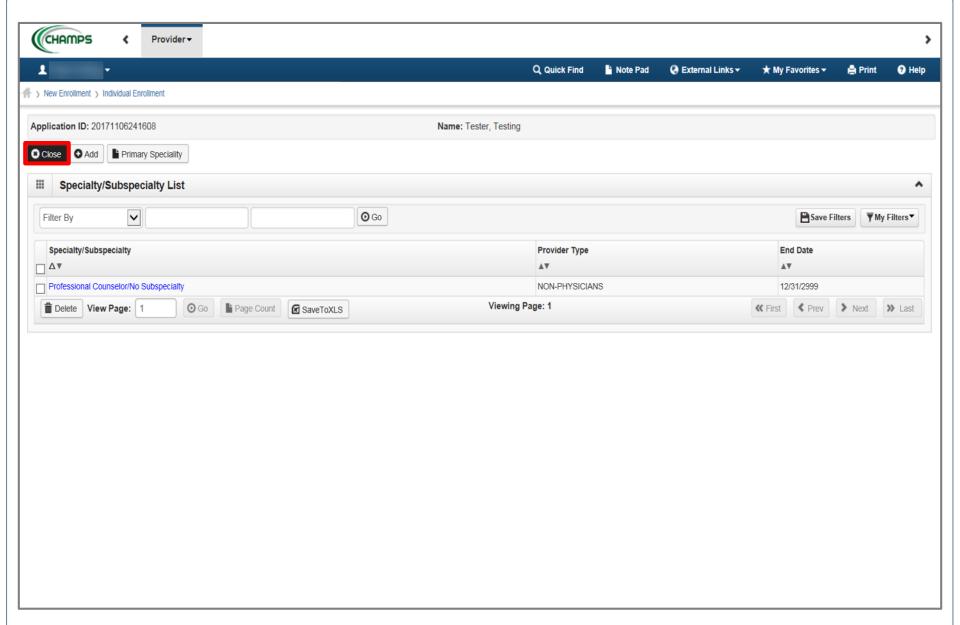
Once all Specialties/Subspecialties have been added, click Primary Specialty





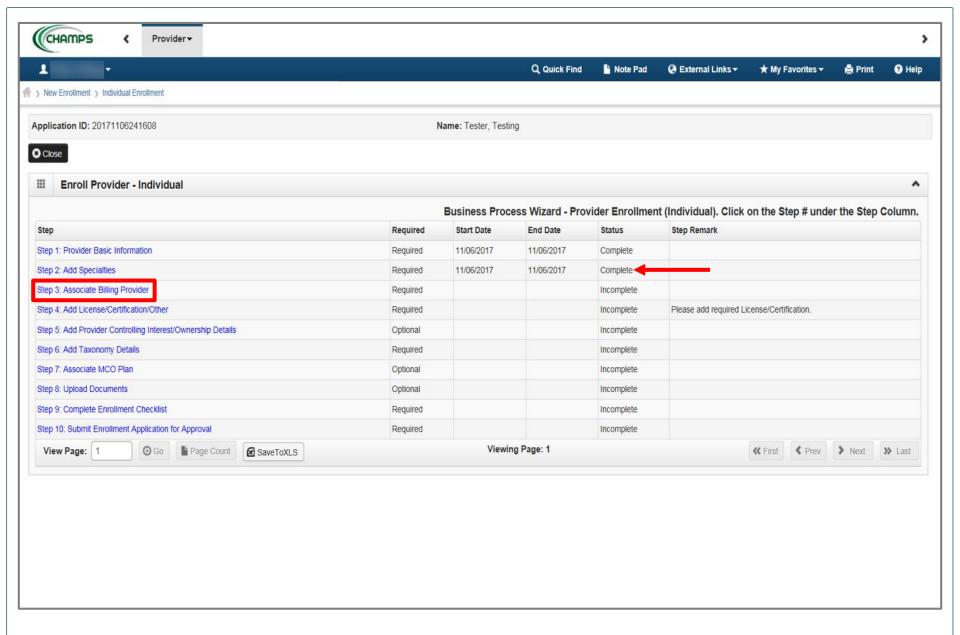
- Choose Primary Specialty/Subspecialty from the drop-down list of already added specialties
- Select Yes if Board Certified or Board Eligible
- Enter Start Date
- Click Save
- Click Close





Click Close to return to the enrollment steps





- Step 2 is complete
- Click on Step 3: Associate Billing Provider



## Provider Enrollment Resources

• **Provider Enrollment website:** <a href="http://www.michigan.gov/mdhhs/0,5885,7-339-71551\_2945\_42542\_42543\_42546\_85441---,00.html">http://www.michigan.gov/mdhhs/0,5885,7-339-71551\_2945\_42542\_42543\_42546\_85441---,00.html</a>

#### Trainings:

- MILogin
- CHAMPS Enrollment Application: Individual/Sole Proprietor User Guide
- Domain Administrator Functions

#### • Forms:

- Electronic Signature Agreement Cover Sheet (MDHHS-5405)
- Electronic Signature Agreement (<u>DCH-1401</u>)

#### Provider Enrollment:

- (800) 292-2550
- <u>ProviderEnrollment@Michigan.gov</u>
- ProviderSupport@Michigan.gov

